

LOYALTY TRANSACTIONS

*Points are entered as whole numbers only - no decimals.

Add Points - *Activate and Add Value*

Swipe or manual enter the full 16-digit card number; enter the amount of points to add to the card, then click **Process** (or press Enter on your keyboard). All other fields are optional. Results will display at the top of the page.

Use Points - *Subtract Value*

Swipe or manual enter the full 16-digit card number, enter amount of points to be deducted from card and click **Process**. Other fields are optional. Results will display at the top of the page.

Points Inquiry - *Check the available balance*

Swipe or manual enter the full 16-digit card number. Click **Process**. Results will display at the top of the page. Click [View Account History](#) to display a report of all Loyalty transactions on that card.

Credit - *Add Value/Reload an already-issued card*

Swipe or manual enter the full 16-digit card number, enter points amount to be added to the card and click **Process**. Other fields are optional. Results will display at the top of the page.

Close Card - *Delete Balance/Deactivate*

Swipe or manual enter the full 16-digit card number. Click **Process**. Other fields are optional. Results will display at the top of the page.

Transfer Balance - *Move the balance from an old card to a new card*

Swipe or manual enter the full 16-digit card number of the new card; enter the points amount to be transferred from the old card; enter the old card number; then click **Process**. Other fields are optional. Results will display at the top of the page.

Add/Change Cardholder Info - *Enter data on an already-issued card.*

Swipe or manual enter the full 16-digit card number. Current data will display. Add or change the data; click **Process**.

Change Expiration Date - *Change the expiration date on a single card*

Swipe or manual enter the full 16-digit card number of the new card; change the date in the Expires field; click Process. (You can change the expiration dates on all cards issued going forward in the [Store Management](#) section under **MyAccount Admin**.)

Under **MyAccount Admin**, setup your location's Virtual Terminal receipt header and footer in the [Store Management](#) section.

Setup Virtual Terminal to be used with a card swiper in the [User Profile](#) section.

After processing, the transaction results will display at the top of the page. Click [Print](#) to print a receipt on a standard computer printer.



GIFT TRANSACTIONS

Issue - *Activate and Add Value*

Swipe or manual enter the full 16-digit card number; enter the amount to add to the card, then click **Process** (or press Enter on your keyboard). All other fields are optional. Results will display at the top of the page. Click Print for a receipt on your standard computer printer.

Redeem - *Subtract Value*

Swipe or manual enter the full 16-digit card number, enter amount to be deducted from card and click **Process**. Other fields are optional. Results will display at the top of the page.

Balance Inquiry - *Check the available balance*

Swipe or manual enter the full 16-digit card number. Click **Process**. Results will display at the top of the page. Click [View Account History](#) to display a report of all Gift transactions on that card.

Credit - *Add Value to/Reload an already-issued card*

Swipe or manual enter the full 16-digit card number, enter amount to be added to the card and click **Process**. Other fields are optional. Results will display at the top of the page.

Close Card - *Delete Balance and Deactivate*

Swipe or manual enter the full 16-digit card number. Click **Process**. Other fields are optional. Results will display at the top of the page.

Transfer Balance - *Move the balance from an old card to a new card*

Swipe or manual enter the full 16-digit card number of the new card; enter the amount to be transferred from the old card; enter the old card number; then click **Process**. Other fields are optional. Results will display at the top of the page.

Add/Change Cardholder Info - *Enter data on an already-issued card*

Swipe or manual enter the full 16-digit card number. Current data will display. Add or change the data; click **Process**.

Change Expiration Date - *Change the expiration date on a single card*

Swipe or manual enter the full 16-digit card number of the new card; change the date in the [Expires](#) field; click Process. (You can change the expiration dates on all cards issued going forward in the [Store Management](#) section under **MyAccount Admin**.)

If further help is needed, contact the TenderCard™ Helpdesk at 1-800-383-8280, Ext. 2; or email tech@tendercard.net